



**Subject:** Application to Graduate Assessment

**From:** Office of the University Registrar <ninolito.ramiro@dlsu.edu.ph>

**Date:** 17/12/2022, 9:15 AM

**To:** daniel\_villanueva@dlsu.edu.ph

\*\*\*\*\*THIS IS A SYSTEM GENERATED EMAIL PLEASE REFRAIN FROM REPLYING\*\*\*\*\*

Dear Graduating Student,

Greetings of peace!

Please find graduation assessment below in relation to your application to graduate (ATG):

11838779 - VILLANUEVA, DANIEL KENNETH  
GCOE / CIV-CTM

Graduation Fee : Php 2000

Diploma Courier Fee : 200 (Account# 600-781-524-for reference of DLSU Accounting Office)

Total : **Php 2200**

***Remarks /Reminder :***

Here are the instructions on how to settle your payment:

1. Print a copy of this email in a clean short bond paper.
2. Payment through official channels (except MLS payment not applicable for this)

<http://www.dlsu.edu.ph/offices/accounting/payments/default.asp>

Please DO NOT PAY through other UNOFFICIAL channels or payment facilities (e.g. GCash, Instapay, Over the Counter (OTC) and online bank payments using banks other than those listed above). These will NOT BE REFLECTED AS PAYMENTS in your records.

3. Assessed total amount must be paid not later than **18 February 2023, unless you have paid your ATG assessment from previous application you may disregard this email.**

4. Upload the proof of payment (scholars and non-scholars) and Certificate of Support (for scholars only) through the Gform link below for processing of the Official Receipt by the Office of the Chief Financial Controller (formerly Finance and Accounting Office)ice

[https://docs.google.com/forms/d/e/1FAIpQLSeOe-E28nBjSLTAFAxE4YdITK2AApt7mSFPPmvnglC\\_dx2w/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeOe-E28nBjSLTAFAxE4YdITK2AApt7mSFPPmvnglC_dx2w/viewform)

The graduation fee shall cover for the Commencement Exercises, processing of ATG, and production of graduation diploma and souvenir only.

To be guided with other graduation-related activities, kindly view them at

<https://www.dlsu.edu.ph/offices/registrar/schedules/>

For any inquiry, please e-mail registrar@dlsu.edu.ph.

Thank you very much.

In St. La Salle,

**Office of the University Registrar**

De La Salle University-Manila

2401 Taft Avenue, Manila

Tel. No. (632) 524-4611, Ext. 245 | Fax No. (632) 523-4152

*Reminder/disclaimer: Receiving the graduation assessment is not a confirmation that you will be included in the list of graduates as there will be another evaluation after the submission of grades.*